



Date Posted January 02, 2014

Announcement Number	MCC-15-RFP-0016
Title	Executive Assistant
Position information	Full-Time, Personal Services Contractor (PSC) One year (2,087 hours per year), renewable for up to four years at the sole discretion of the government
Pay Band	5 (\$23.00 - \$36.25 per hour)
Closing date for questions	Dec 22, 2014 no later than 3:00pm EST
Application deadline	Jan 06, 2015 no later than 3:00pm EST
Who may be considered	U.S. citizens or legal, permanent residents with five years of residency history
Duty location	Washington, D.C., US <u>Note:</u> more than one position may be filled under this announcement

Millennium Challenge Corporation (MCC) is a United States government-owned corporation created in 2004, whose mission is to provide assistance that will support economic growth and poverty reduction in carefully selected developing countries that demonstrate a commitment to just and democratic governance, economic freedom, and investments in their citizenry. To receive assistance, eligible countries are required to enter into a public agreement (Compact) with the MCC that includes a multi-year plan for achieving shared development objectives and the responsibilities of each country in achieving those objectives, regular benchmarks to measure progress, multi-year financial plan, and a plan to ensure accountability for the use of MCA assistance.

SCOPE OF POSITION

This PSC position is located in the Department of Congressional and Public Affairs, Millennium Challenge Corporation (MCC), the mission of which is to communicate information about the Corporation activities, programs, compact results and policies; to engage the public, the private

sector, and selected audiences including Congress, the news media, state and local governments, and other Federal agencies.

A personal services contract is different from non-personal services Government contract, which establishes an independent contract relationship. Under a non-personal services contract, the contractor or employees of the contractor are subject to the technical direction but not the supervision of the MCC. As defined by the Federal Acquisition Regulation ([FAR 37.104](#)), a personal services contract is characterized by the employer-employee relationship it creates between the Government and the contractor personnel. Thus, the PSC is subject to the relatively continuous technical direction, supervision, and control of the MCC. PSCs may be assigned inherently governmental duties (see [FAR 7.502](#)). By law and by the contract's terms, the PSC is subject to most of the laws, rules, and regulations applicable to the direct hire employee such as MCC regulations, conflict of interest, under some circumstances MCC authorized employment security clearances, and financial disclosure. However, under the MCC personal services contract authority, PSCs are not employees for purposes of laws administered by the Office of Personnel Management (OPM). The following elements apply to this contract:

- (1) Performance on site.
- (2) Principal tools and equipment furnished by the Government.
- (3) Services are applied directly to the integral effort of agencies or an organizational subpart in furtherance of assigned function or mission.
- (4) Comparable services, meeting comparable needs, are performed in the same or similar agencies using civil service personnel.
- (5) The need for the type of service provided can reasonably be expected to last beyond 1 year.
- (6) The inherent nature of the service, or the manner in which it is provided, reasonably requires directly or indirectly, Government direction or supervision of contractor employees in order to—
 - (i) Adequately protect the Government's interest;
 - (ii) Retain control of the function involved; or
 - (iii) Retain full personal responsibility for the function supported in a duly authorized Federal officer or employee.

PLEASE NOTE: This contract shall be awarded solely to an individual, not to a firm. The individual must have an active DUNS # and a fully approved and active record in the [System for Award Management](#) (SAM).

KEY REQUIREMENTS

- U.S. citizenship or legal, permanent resident with five years of residency history
- Must be able to obtain and maintain a federal security clearance
- Performance at MCC Headquarters in Washington, D.C. Relocation expenses will not be paid
- Overseas travel may be required (to MCC eligible countries)
- Statement of Employment & Financial Interest (i.e. Office of Government Ethics [form-450](#), or similar statement) may be required
- Active and approved [SAM](#) record (listed as sole-proprietor)

DUTIES

Major Duties and Responsibilities

The PSC performs and monitors established administrative management requirements. Applies administrative policies, maintains various systems, and handles travel or other staff requirements. Drafts correspondence, recommendations, reports, and memoranda related to management and administrative programs and issues. Provides advice and guidance to managers and employees on questions and situations related to the administrative services provided. Tasks include, but are not limited to, the following:

- Routinely oversees and contributes to the creation of research, briefing, and decision making documents.
- Promotes integration and coordination across his/her supervisors' direct reports
- Summarizes documents for his/her supervisors and works both independently and with staff to create briefing and decision memos.
- Designs, implements, and oversees a system for efficient information flow to and from his/her supervisors and team as well as other colleagues in MCC.
- Proactively engages the team and others for updates on strategic priorities, and collects internal and external documents and information for the supervisors review.
- Participates in meetings on behalf of the supervisors and reports back.
- Performs research as requested.
- Respond timely to external requests, referring requests to appropriate team members.

- Maintains supervisors' calendar, makes appointments, and arranges meetings.
- Reviews materials prepared for supervisor's approval for typographical accuracy and proper format;
- Maintains internal reports and planning documents
- Anticipates and prepares materials needed by the supervisors for appointments, internal and external meetings, telephone calls, etc., and informs supervisor on matters to be considered
- Reads articles and publications, and internal directives and takes action or refers those that are important to the supervisor and team
- Provides administrative support to the supervisors and team, assisting with completion of internal paperwork and travel arrangements.
- Provides written responses, summaries and analysis of documents and/or relevant issues.
- Works with supervisors on resource management, staff training, and tracking documents
- Manages team coordination activities including scheduling regular meetings, preparing agendas, note-taking, and tracking follow-up items
- Acts as a knowledge champion, to help inform and reinforce CPA's policies and processes across the agency.
- Coordinates engagement-related or other administrative work, confirming that it's of high quality and delivered on time.
- Manages or coordinates small projects, providing cost-effective approaches
- Facilitates the set-up of team project plans
- Ensures delivery of documents and official correspondence as needed
- Develops advanced skills with knowledge management processes and tools
- Performs other related duties as assigned.

DELIVERABLES

Deliverables are associated with the tasks identified in [DUTIES](#) to include reports as required by the Contracting Officer Representative (COR).

The Contractor will submit bi-weekly timesheets which include a list of hours worked per compact or country program (if applicable), along with a brief description of the tasks undertaken for each program during the pay period.

- Memoranda to CPA management, detailing the status of various program support tasks

QUALIFICATIONS REQUIRED

Applicants must meet all the qualification requirements, including education and all qualifying specialized experience described below by the closing date of this announcement. Desired qualifications will be considered only once all education and qualifying specialized experience requirements are met. Please clearly demonstrate that you possess the following:

Education/Certification:

The following certifications, education and experience is mandatory. Please submit relevant information, including copies of relevant certification and education/training information with your application materials

- Minimum of a bachelor's in political science, international affairs or related field.

Qualifying specialized experience:

- Demonstrated knowledge of international development
- Excellent communication skills with the ability to discuss complex policy issues orally and in writing
- Knowledge of content management systems or contact databases
- Proficiency in using Microsoft Office Suite, MS Word and Power Point

Desired qualifications:

- 2-3 years of experience in the field of international development or policy.
- Understanding of development projects in low income and/or lower middle income countries
- Experience working in developing countries
- Experience interacting with foreign governments, international donors, and other stakeholders

NOTE: All experience must be well-documented on your resume and within your application. All aspects of your application must specifically show how you meet the [QUALIFICATIONS REQUIRED](#).

COMPENSATION

PSCs for the services of individual experts or consultants are limited by the Classification Act. In addition, the OPM has established requirements which apply in acquiring the personal services of experts or consultants in this manner (e.g., benefits, taxes, conflicts of interest):

This is a full time position and thus, the maximum number of hours allowed is 2,087 per year. The contract will have four one-year option periods that may be exercised at the sole discretion of MCC.

The pay range for this position is **\$23.00 – \$36.25** per hour, inclusive of Washington, DC locality pay. Final compensation will be negotiated within this pay range based upon the successful candidate's salary history, work experience, and educational background. **A salary above this pay range will NOT be entertained or negotiated.** Candidates who live outside of the Washington, DC area may be considered for this contract, but relocation expenses are not compensable under the resulting contract.

MCC issues W-2s to the PSC. For U.S. citizens and legal resident aliens, MCC makes the employer contribution to FICA and Medicare for the PSC. MCC withholds FICA, Medicare, federal tax, and state tax on behalf of the PSC. The PSC is not eligible for the Foreign Earned Income Exclusion.

Benefits:

Under the MCC personal services contract authority, PSCs are not employees for purposes of laws administered by OPM, such as Federal retirement benefits and health and life insurance. As such, the PSC is not eligible for participation in the Civil Service Retirement System or the Federal Employees Retirement System. Moreover, the PSC is ineligible to receive Federal Health and Life Insurance or participate in the federal Thrift Savings Plan.

Subject to the availability of funds, in lieu of fringe benefits, MCC may pay up-to-15% of the full time PSC's base salary (based upon the hourly rate and estimated number of hours).

The full time PSC does earn sick leave, annual leave, and holiday pay.

The full time PSC working at MCC Headquarters in Washington, DC is eligible for parking or transit subsidy, subject to the availability of funds. The full time PSC whose duty station is overseas is not eligible for this subsidy.

Travel:

The PSC is subject to the Federal Travel Regulations and MCC travel policies and procedures to the same extent as MCC direct-hire employees.

REQUIRED DOCUMENTATION

Interested applicants must submit all required documents to include, but not limited to:

- Completed and signed Biodata Form;
- Curriculum vitae or resume (limit 10 pages);
- A written narrative of up to five pages clearly describing relevant experience and knowledge of each of the [Qualifying Specialized Experience](#) requirements, and any [Desired qualifications](#).
- List of publications and/or a writing sample not to exceed ten (10) pages on a subject related to economic analysis and development economics
- No less than three and no more than five professional references with current contact information.
- Proof of active DUNS number and active/approved SAMS registration as a Sole Proprietor.

NOTE: Submittals shall be in accordance with the [INSTRUCTIONS TO APPLICANTS](#). Please ensure that applicants' most recent contact information (telephone numbers and e-mail address) are accurate. Any other documentation will not be accepted.

Delivery:

Electronic submission is required. Electronic application packages shall be submitted by e-mail to MCCPSC@mcc.gov. Submission shall reference the position title AND the announcement number on the subject line of the e-mail. Electronically submitted packages must include a scanned signature on the Bio-data form to be considered.

MCC does not accept responsibility for delays in transmission or receipt of any application. Applicants are responsible for submitting the application package so as to reach the designated Government office by the closing date and time specified above. Applications received after the closing date and time will not be considered, unless there is acceptable evidence to establish that it was indeed received by the Government installation prior to the time and date specified in this announcement. Receipt of an application in response to this announcement does not constitute an award commitment. The U.S. Government will not reimburse any costs incurred in the preparation and submission of an application. Any submission is at the sole risk of the applicant.

Questions:

Any questions regarding this announcement should be submitted in writing via email only (no phone calls) to MCCPSC@mcc.gov, before the deadline as given on p.1.

Submission of applications to this announcement must be received via e-mail to MCCPSC@mcc.gov before the deadline as given on p.1.

INSTRUCTIONS TO APPLICANTS

The [QUALIFICATIONS REQUIRED](#) are the basis for evaluating all applications. Applicants must separately address each listed qualification requirement and demonstrate how s/he meets each. Unless stated otherwise, all qualification elements will be weighted equally.

- (a) Qualified individuals must submit a completed and signed Biodata form. Please ensure that you provide a current, valid e-mail address and telephone number for notification purposes. The Biodata form must be fully completed (**including a proposed hourly rate**) & signed for the application to be considered.
- (b) Qualified individuals must submit a resume (or a curriculum vita) which clearly demonstrates their education, experience, knowledge, and skills and abilities as they relate to the qualification elements. Resume must indicate: the earliest possible start date for the applicant; as well as formal title, and duration (start date / end date) for each listed position. Resume is limited to 10 pages and must not contain a photo or any salary information.
- (c) Describe your experience and knowledge of each of the [Qualifying specialized experience](#) requirements and [Desired qualifications](#), if applicable, in no more than five pages (page = 8 ½" x 11" paper; 11 point font or larger; double sided pages count as two pages). Clearly demonstrate how your prior experience is either relevant or directly related to the duties of this position as listed under [DUTIES](#). The responses should describe specifically and accurately what experience, training, education and/or awards you have received that are relevant to each factor. Cite specific examples where appropriate.
- (d) Qualified individuals must submit no fewer than three and no more than five professional references, who are not relatives or family members. Submitted references **MUST** include current information, as follows:
 - a. Name of reference
 - b. Applicants' relationship to reference
 - c. Title of reference at current job
 - d. Reference current telephone number (work or personal)

e. Reference e-mail address (work)

At least two references must be from direct supervisors (current or prior) who can provide information regarding the applicant's knowledge & experience in the field of **Executive Assistant**. All references must be from within the last 5 years of the applicant's professional life.

- (e) Applications must be signed and received prior to the closing date and time specified above to be considered for this position.

To ensure consideration of applicants for the intended position, please reference the position title and announcement number on the subject line of your submission email, on supporting documentation and any cover letter.

SELECTION PROCESS

In order to be considered for the position, a candidate must meet the qualifications listed above. Consideration and selection will be based on a panel evaluation of applicant's vis-à-vis the [QUALIFICATIONS REQUIRED](#). In addition to the materials listed above, applicants are strongly encouraged to write a cover letter, not to exceed one page, to highlight their suitability for this position. The cover letter is NOT included in the required five-page written narrative.

All applicants will be evaluated based on the documentation submitted, the applicant's evidence of the above qualification requirements, performance in a potential interview, if conducted, and information provided by references, if contacted. All applicants will receive one of three scores for each of the required qualification: Does Not Meet, Meets, or Exceeds. Only qualified applicants will receive one of two scores for the desired criteria: Present, Not Present. MCC reserves the right to call the highest qualified candidates for an interview and/or conduct a reference check on those individuals. Reference checks may be conducted on the highest qualified applicants.

Applicants are strongly encouraged to ensure the work history portion thoroughly documents the duties, responsibilities, and accomplishments that are directly related to this position in order to verify specialized experience. Errors or omissions may affect your evaluation.

The U.S. Government & MCC is not obligated to make an award or pay for any costs associated with the preparation and submission of a proposal in response to this announcement. Award of this contract is contingent on availability of funds. MCC reserves the right not to award any contract as a result of this announcement.